

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
MECHANIC

1. JOB TITLE: MECHANIC

- 2. DEFINITION:** The Mechanic performs skilled work in the installation, operation, maintenance and repair of vehicles, heavy equipment and mechanical devices throughout the water/wastewater system, generally without direct supervision. This position reports directly to the Chief Mechanic of either field operations, water or wastewater treatment plant. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident (incident), random, promotion and transfer, return to duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

3. EQUIPMENT/JOB LOCATION:

- a. The position requires the use of hand tools, shop equipment and vehicles.
- b. The job involves work both indoors and outdoors, and the employee may be exposed to inclement weather, as well as biological, chemical, electrical and mechanical hazards.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Checks condition and status of equipment in the field; makes adjustments and repairs as needed; reports equipment status and condition to supervisor.
- b. Performs maintenance on vehicles and equipment.
- c. Performs or assists in overhaul of equipment.
- d. Makes equipment adjustments and repairs to maintain operations within predetermined limits.
- e. Lifts, pulls and holds mechanical parts and tools both large and small.
- f. Assesses wear and condition and makes recommendations to supervisor regarding repair or replacement.
- g. Identifies and corrects problems such as pump failure, overheated motors, and noisy bearings.
- h. Installs and repairs engines and gearboxes.
- i. Removes and reinstalls pumps, motors, seals, belts, wear rings, brake shoes and bearings.
- j. Schedules maintenance and repairs.
- k. Takes readings from charts and meters, keeps accurate logs and records.
- l. Drives/operates heavy equipment to assess condition.

- m. Calibrates mechanical devices.
- n. Operates pneumatic and hydraulic equipment.
- o. Performs routine cleaning of equipment and premises.
- p. Works independently with minimal supervision.
- q. Must be able to perform job duties as described on essential functions addendum.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs additional duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must be a minimum of 21 years of age.
- b. Must have diploma from an accredited high school or possess a GED.
- c. Must have legal authorization to work in the United States.
- d. Must submit to and pass a drug screen test upon offer of employment.
- e. Must possess a driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle.
- f. Must be able to comprehend both oral and written instruction and to communicate both orally and in writing, in English.
- g. Ability to perform basic record keeping and mathematical calculations.
- h. Must be able to use hand tools, meters, calculators, keyboards and electrical/mechanical equipment and to manipulate machinery.
- i. Must be able to perform routine tasks from written and oral instructions and to exercise independent judgment within the limits of the position.
- j. Must be able to perform the duties of the job for the entire workday of eight hours, periodic standby and occasional overtime. May be required to work evening, night, weekend and/or holiday hours.
- k. Ability to detect odors and colors indicative of hazardous gases and status indicators.
- l. Ability to sense vibration and temperature by touch.
- m. Ability to detect alarms and indicators of equipment malfunctions in normal aural range.
- n. Ability to read gauges, dials, equipment information plates, charts, and manuals, and make adjustments and do work requiring depth perception, and detect changes in the visual appearance of equipment and/or processes.
- o. Physical body dexterity and coordination is required due to the various possible angles and positions that may be required to perform various repairs.
- p. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 65 pounds and to repeatedly lift, move and carry objects weighing more than 65 pounds with assistance.
- q. Ability to work in areas over open tanks without evidencing vertigo and work in confined spaces throughout a shift.

- r. Must demonstrate a good work ethic, including a willingness to perform job place tasks and to assist co-workers without redundant directive.
- s. Must demonstrate good workmanship, performing tasks neatly and in a safe and timely manner.
- t. Must demonstrate a willingness to comply with and have knowledge of safety rules and equipment, including identification of, precautions for, and emergency response to biological, chemical, electrical and mechanical hazards, and to asphyxiating, toxic and explosive gases and vapors.
- u. Formal training in mechanical skills at the vocational technical level is desired.
- v. Must be able to establish and maintain effective working relationships with supervisors, co-workers and the public.
- w. Must be able to pass physical abilities test/post offer screen for employment.

Non-Exempt
Safety Sensitive
February 19, 2003

ESSENTIAL FUNCTIONS ADDENDUM
MURFREESBORO WATER AND SEWER DEPARTMENT
MECHANIC

Employees in this area work 5 days a week, 8 hours a day with a 1-hour lunch break. The mechanic is responsible for the installation, operation, maintenance and repair of vehicles, heavy equipment and mechanical devices throughout the water/wastewater system, generally without direct supervision. The employee will use a variety of hand tools normally associated with the repair of motorized vehicles and equipment with moving parts. Work is performed indoors and outdoors and some tasks may be performed regardless of weather conditions. The employee may be exposed to inclement weather, as well as biological, chemical, electrical and mechanical hazards.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the day.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#				X
20-50#			X	
50-75#		X		
75-100#	X			
>100#	X			

<u>Push/Pull</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<50#				X
50-100#		X		
100-150#	X			
>150#	X			

Depending on the job duties needed to be done for the day, the mechanic may be performing lifting and pulling on a more frequent or less frequent basis. However, job duties may change throughout the week depending on the needs of the Water and Sewer Department.

*Water and Sewer Department
Mechanic*

Bending/Squatting/Twisting/Crouching – Is required constantly throughout the day maneuvering parts, tools, and equipment for the operation and repair of vehicles, heavy equipment and mechanical devices throughout the water/wastewater system.

Pushing/Pulling – Is required constantly while working on jobs that require the maneuvering of parts, tools, and equipment in the repair and operation of vehicles, heavy equipment and mechanical devices throughout the water/waste water system.

Lifting/Carrying – Is required constantly in lifting hand tools, tires, brakes, transmissions, etc.

The following items were weighed and can be lifted, carried, pushed, pulled, or manipulated in a fashion using all 4 components:

<u>Item</u>	<u>Weight</u>
Tires	65#
	55#
	48#
Battery	44#
Filters	1-5#
Various hand tools	3-15#

The mechanic is able to get help lifting heavy objects, but must be able to lift up to 65#.

Standing/Walking – Required constantly throughout the day.

Sitting – Required operating forklifts, vehicles, during breaks, and at lunch.

Manual dexterity/Gripping/Reaching – Performed constantly using hand tools for the maintenance, service, and repair of vehicles, heavy equipment and mechanical devices throughout the water/wastewater system.

Fine Motor Control – Can be performed constantly when using small hand tools.

Overhead activity – Required frequently with hand tools when working underneath an automobile.

Driving – Required operating forklifts, vehicles and heavy equipment.

Tools Handled:

Brakes
Hammers
Wrenches
Sharpening Tools
Transmissions
Pliers
Various hand tools

*Water and Sewer Department
Mechanic*

Work Conditions

Exposed to:

Hot temperatures
Cold temperatures
Sudden changes in temperatures
Noise
Slippery Surfaces
Rain
Snow
Dust/Dirt
Fumes

Need physical ability for:

Squatting
Bending/Crouching
Stooping
Hand gripping
Fine motor control
Twisting
Hand/Eye coordination
Pushing/Pulling
Lifting/Carrying
Reaching
Overhead activity
Climbing
Driving
Foot Control

Addendum
March 12, 2002